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**Transmitted via Email**

October 28, 2004

MINNESOTA BULLETIN NO. 360-5-6

SUBJECT: PER – ANNUAL LEAVE – Use or Lose

Purpose. To inform all employees that annual leave must be scheduled and approved in writing no later than November 27, 2004.

Expiration Date: September 30, 2005.

Annual leave in excess of 240 hours may not be carried over into the next leave year. All “use or lose” annual leave must be scheduled and approved in writing no later than November 27, 2004, so that forfeited annual leave can be considered for restoration. Projected use or lose balances are found in the Year to Date Leave Status section of each employee’s wage and earning statement. Supervisors and managers should emphasize to employees the importance of scheduling leave early and ensuring that leave meets the approval criteria for leave restoration as outlined in GM-360, Part 415.2(c) Restoration of Annual Leave.

Please follow the guidance below when requesting and or approving restoration of annual leave:

- State Conservationists may approve restoration of annual leave for all subordinates except those under their immediate supervision. Requests should be forwarded through the employee’s first line supervisor to the State Conservationist.
- Regional Assistant Chiefs may approve restoration of annual leave for employees directly supervised by a State Conservationist. Requests should be forwarded through the State Conservationist to the Regional Assistant Chief.
- Restored leave requests for State Conservationists should be forwarded through their Regional Assistant Chief to the Human Resources Management Division, National Headquarters (NHQ), for processing and approval.
- Requests from Center and NHQ employees should be forwarded through their first and second line supervisors to the Human Resources Services Team for review and then to the Human Resources Management Division for approval.

Contact Mary Lou Werner, Human Resources Manager, if you have questions.

WILLIAM HUNT  
State Conservationist

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